



## Chief Deputy Circuit Court Clerk

**Department:** Circuit Court Clerk

**EEO Code:** 22

**Class Code:** 1916

**FLSA:** E

**Effective:** 01/04/1994

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### **GENERAL STATEMENT OF DUTIES:**

Under general direction; performs work of considerable difficulty in assisting the Circuit Court Clerk in the administration of office operations, to include planning, organizing, staffing and managing; accepts responsibility for Office in Clerk's absence; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

Coordinates, directs and manages Office operations, to include personnel resources, staffing, handling operational and employee concerns and ensuring adequate training of personnel; develops and monitors departmental budget, ensuring adherence to budget guidelines and financial tracking to determine projections and actual performance indicators; participates in decisions to hire, counsel, discharge and promote employees; manages court divisions which includes on-going audit of cases/ transactions commenced and processed; manages Trust Funds, including depositing and investing funds held in trust in a variety of instruments in accordance with Virginia Public Securities Deposit Fund Act, maintaining a separate general ledger accounting system for same, establishing, prorating and deducting appropriate bonds, and preparing/submitted statutorily required reports to the judiciary, State Division of Risk Management and Auditor of Public Accounts; oversees compilation of master jury pool for drawing of petit jurors; administers payment of petit, grand and condemnations commission jurors; implements and monitors fiscal operations relating to juror reimbursement to ensure compliance with internal and State accounting controls, and evaluates automation needs and enhancements; serves as liaison with other County and State Departments; oversees annual audits by State Auditor of Public Accounts; and performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Considerable knowledge of the laws, regulations and procedures governing the operation of the Circuit Court; of the principles and practices of personnel administration; of automated systems; of problem solving techniques. Considerable skill in supervising the work of others; in developing and monitoring a departmental budget; in developing good working relationships with employees, attorneys, judges and the general public.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Core curriculum for a baccalaureate degree in business administration or related field and four years experience in business and/or court administration; or an equivalent combination of training and experience.

### **ADDITIONAL REQUIREMENTS:**

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
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